**Facilities Naming Policy Committee**

**Monday, December 11th MEETING NOTES**

**4:00-5:30pm**

**Administration Building, Room 22 (upstairs)**

**Long-term target:**

* Develop a policy and/or procedures to use when naming district facilities or fields for recommendation to the Board of Trustees

**Meeting Targets:**

* Review norms for collaborative work
* Review and revise draft policy language (Hot and Not Protocol)
  + Naming Rights for School District Facilities policy
  + Memorials and Tributes policy
* Review and revise draft procedure language

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| **TIME** | **ACTIVITY** |
| **4:00-4:10** | Welcome, introductions, review agenda  We completed introductions and reviewed the agenda. |
| **4:15-4:20** | Review norms for collaborative work   1. Treat each other with dignity and respect. 2. Transparency: avoid hidden agendas. 3. Be genuine with each other about ideas, challenges, and feelings. 4. Trust each other. 5. Listen to understand. 6. The discussion of issues, ideas, and direction will not become a personal attack. 7. Present problems and questions in a way that promotes open discussion and resolution. 8. Promise to come prepared to meetings to value and respect the time and convenience of others. 9. Silence our cell phones.   We reviewed our norms. |
| **4:20-4:50** | Review next DRAFT of policies created; begin review of procedures related to each policy ***(Hot and Not protocol)***   * Naming Rights for School District Facilities - Policy * Naming Rights for School District Facilities - Procedures * Memorials and Tributes Policy * Memorials and Tributes – Procedures (include forms) * Donations – Procedures (include forms) * Death of a Student or Staff – Procedures   We reviewed all of the above, making additions, deletions and revisions as a consensus of the group. Final drafts of the policies to be presented to the Board of Trustees will be added to the wiki after final review by district counsel. |
| **5:20-5:30** | Next Steps   * Ask district counsel to review two policies   + Naming Rights for School District Facilities policy   + Memorials and Tributes policy * Recommend and present policies to the Board of Trustees at the January Personnel, Negotiations, and Policy subcommittee meeting with a recommendation to add to the March or April Board of Trustees consent agenda.   We reviewed the next steps and agreed that committee members would be informed of the presentation date/time/location to PN&P subcommittee of the Board of Trustees via email. Committee members will participate in the presentation if they choose. |